

Figure 5-4. Dynamic Observation Reports (DOR) Memorandum.



Memorandum

Subj: ATOS Dynamic Observation Reports (DOR) Date: January 25, 2001

From: Manager, ATOS CMO

To: Certificate Management Team (CMT) Members
Thru Office Managers
Thru Division Managers

In response to several AFS-1 Special Project recommendations a new prototype Dynamic Observation Report (DOR) surveillance reporting option will be available in ATOS automation on February 9, 2001. This new DOR does NOT replace existing policies for reporting EPI or SAI surveillance activities. The objective of the DOR is to provide inspectors the ability to:

1. Record single-activity "unplanned observations" that are unrelated to the ATOS system element being inspected.
2. Report "unplanned observations" where there is not an ATOS element that addresses the unique situation.
3. Report observations that are related to the system element being inspected but are not covered by the Data Collection Tool questions.
4. Report observations on specific inspection events as directed by Handbook Bulletin or other National directive.
5. The DOR will also allow Principal Inspectors to request/assign unplanned surveillance, i.e., (not included in the CSP) activities by CMT inspectors, with instructions to inspect and report on specific areas of immediate concern outside the normal re-targeting.

Inspectors may use the DOR to record an 'unplanned' observation on any ATOS air carrier, not just their assigned carrier. The DOR provides two reporting options. The first provides an option to call up the performance measures/questions related to a selected ATOS EPI element. The inspector need only respond to those questions that apply to the observation that was made. The second option, consists of common data fields and a text block for the inspector to describe what they observed and what actions they took as a result of the observation. Data Quality Guidelines are applicable to both reporting options.

When an inspector saves a DOR it is immediately available to Principal Inspectors, ORAs, Managers, and Supervisors of the air carrier being reported regardless of that individual's technical discipline. It also goes to the DEPM of the observed air carrier for evaluation using the existing policy and procedures for EPIs. DORs are then saved in the ATOS data repository and will be available to query along with EPI and SAI data.

The "ATOS Automation User Guide", Chapter 5- provides detailed instructions for reporting DORs. It is available in the News and Documentation Section of ATOS Automation. Any specific questions not addressed in the "ATOS automation User Guide" should be directed to the ATOS Automation Help Desk 1-888-482-2867.

Again the DOR is not a substitution for the planned and targeted EPIs that are in the CSP nor is it intended for routine use by CMT members to record surveillance activities outside the CSP. CMO/CHDO/CMO managers, to assure its proper use, should closely monitor the use of the DOR. The ATOS CMO will be evaluating the prototype DOR over the next three months to determine its effectiveness in meeting the objectives mentioned above and making permanent policy changes based upon this evaluation.

This prototype evaluation of the DOR has been coordinated with the Professional Airways System Specialists (PASS).

/s/

Larry Youngblut